



ADMINISTRATIVE - PERSONAL USE ONLY

14 October 1976

MEMORANDUM FOR: Chief, Records Administration Branch

FROM : [redacted]
Administrative Officer/DCI

SUBJECT : Designation of a Focal Point Officer for DCI
Area-wide Records Management Matters

Larry:

1. Per our recent phone conversation, I am designating [redacted] of my staff the focal point officer for all DCI Area-wide records management matters.

2. In this capacity, [redacted] working with the designated RMO's in each independent office will staff and coordinate all requests for records processing systems support and equipment initiated by the offices of the DCI Area. She has been charged by me with clarifying the justification for such requests, coordinating the budget ramifications with my budget and finance officer, (and as necessary the ADP control officer), assuring that security issues have been reviewed and approved by the DCI Area Security Officer, liaisons with your staff as necessary and keeping me apprised of significant issues and actions underway in this field.

3. For a variety of reasons, it is not appropriate to formally appoint a DCI Area RMO at this time. As the focal point officer for records management matters [redacted] however, will carry out many of the responsibilities of such an officer and within the next year I will get together with you to determine just what the role, responsibilities and contributions of a DCI Area RMO vis-a-vis the independent office RMO's would be if one were formally designated.

[redacted]
Administrative Officer/DCI

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